



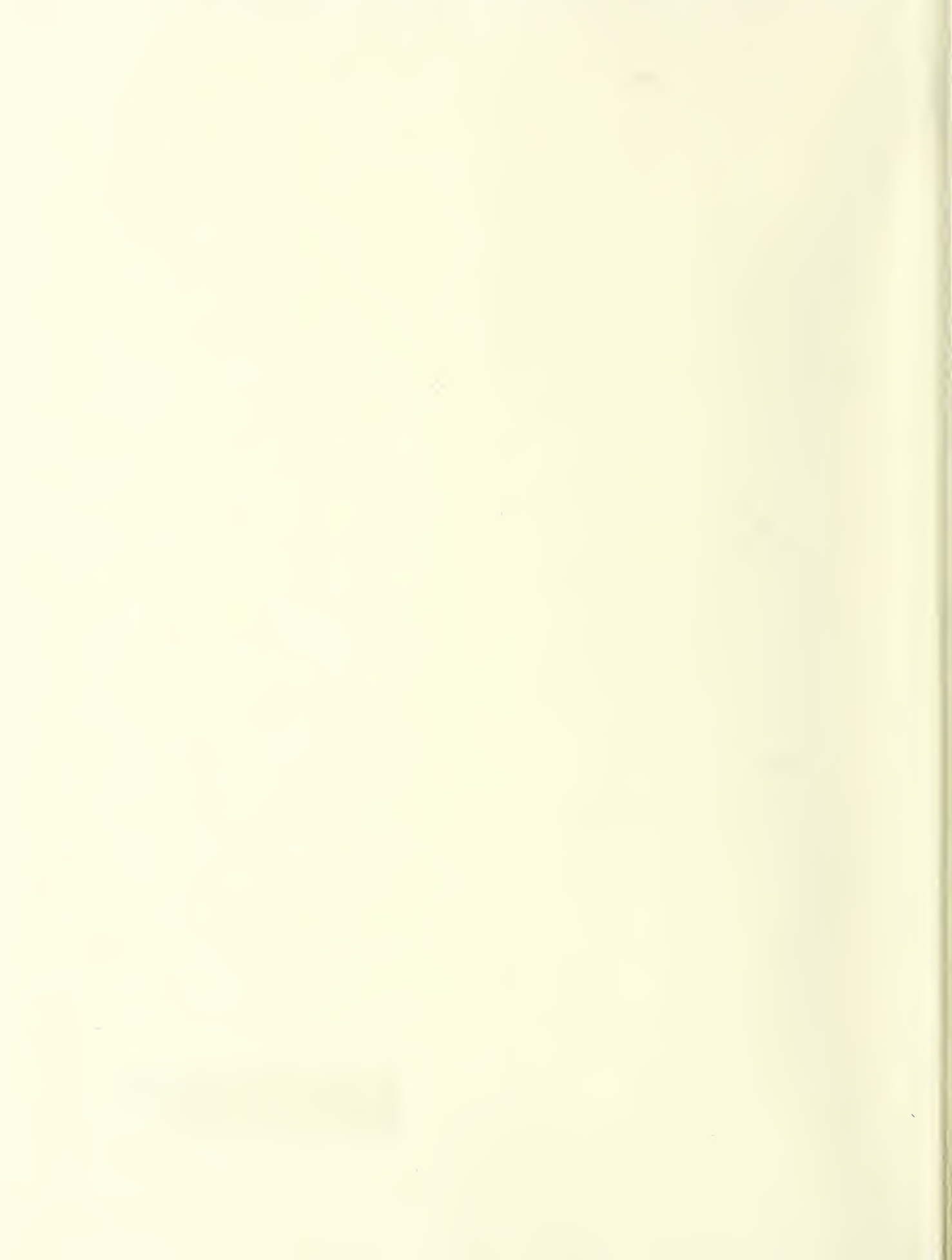








U.S. GOVERNMENT PRINTING OFFICE  
LIBRARY PROGRAMS SERVICE (SL)  
WASHINGTON, D.C. 20401





# ADMINISTRATIVE NOTES



Superintendent  
of Documents  
Stop: SLLC

LIBRARY PROGRAMS SERVICE  
Washington, DC 20401

Vol. 9, no. 18

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October 1988

DEPOSITORY LIBRARY COUNCIL CONVENES OCTOBER 12-14, 1988

IN ARLINGTON, VIRGINIA

This "special issue" of Administrative Notes marks the autumn meeting of the Depository Library Council to the Public Printer. For those attending this meeting, this "special issue" will serve as a guide for participating fully in the meeting process. Others, who cannot attend, will find in these pages a series of reports covering highlights in the various operating areas of the Library Programs Service.

It is also worth noting that this autumn meeting occurs at an auspicious time. Microfiche shipments are increasing noticeably; the premier electronic publication (Census CD-ROM) has just been shipped to selected depositories; a landmark, national study of depository users is nearing completion; and release of the OTA report entitled Informing the Nation: Federal Information Dissemination in an Electronic Age is imminent. The meeting features a roster of informative speakers discussing a range of timely subjects, each with high interest to the depository library community. As always, there will be ample time for the open exchange of viewpoints, which has long been the hallmark of Depository Library Council meetings.

September 12, 1988

## DEPOSITORY LIBRARY COUNCIL TO THE PUBLIC PRINTER

## AGENDA

October 12-14, 1988

Rosslyn Westpark Hotel  
 1900 N. Fort Myer Drive  
 Arlington, VA 22209

Wednesday, October 12, 1988

8:45 - 9:15 a.m.	Welcome/Announcements	Vicki Phillips, Council Chair
9:15 - 9:30 a.m.	Remarks	Public Printer or Deputy Public Printer
9:30 - 10:00 a.m.	Superintendent of Documents Update	Don Fossedal, GPO
10:00 - 10:30 a.m.	Library Programs Service (LPS) Update	Mark Scully, GPO
10:30 - 10:45 a.m.	Break	
10:45 - 11:45 a.m.	Address	Rowland C.W. Brown, OCLC President and C.E.O.
11:45 - 1:00 p.m.	Lunch	
1:00 - 2:30 p.m.	Recommendations/ Responses from Spring 1988 Meeting	Vicki Phillips, Council Chair Mark Scully, GPO Bonnie Trivizas, GPO
2:30 - 3:00 p.m.	GPO Marketing Update	Charles McKeown, GPO
3:00 - 3:15 p.m.	Break	
3:15 - 3:45 p.m.	Joint Committee on Printing Update	Anthony Zagami, JCP Bernadine Hoduski, JCP
3:45 - 4:15 p.m.	GPO Printing Procurement Presentation	James T. Smith, GPO



## Thursday, October 13, 1988

8:45 - 9:00 a.m.	Announcements	Vicki Phillips, Council Chair
9:00 - 10:00 a.m.	Progress Report on the 1990 Decennial Census	Bureau of the Census Staff
10:00 - 10:45 a.m.	Office of Technology Assessment Report	Prue Adler, OTA
10:45 - 11:00 a.m.	Break	
11:00 - Noon	LPS Information Technology Program Update	Jan Erickson, GPO
Noon - 1:15 p.m.	Lunch	
1:15 p.m. - 1:45 p.m.	Report from Meeting of Regional Librarians	Barbara Hulyk, Detroit Public Library
1:45 - 2:00 p.m.	Depository Inspection Team Update	Joe McClane, GPO
2:00 - 2:15 p.m.	Break	
2:15 - 3:45 p.m.	Open Forum	Ridley Kessler, Council Chair-Elect
4:00 p.m.	Council Work Session	

## Friday, October 14, 1988

8:45 - 9:00 a.m.	Announcements	Vicki Phillips, Council Chair
9:00 - 9:30 a.m.	GPO Financial Update	Michael J. Cannon, GPO
9:30 - 11:45 a.m.	Council Recommendations/ Discussion	Vicki Phillips, Council Chair
11:45 - Noon	Announcements Conclusion	Vicki Phillips, Council Chair
Noon	Adjourn	

MEMBERS, DEPOSITORY LIBRARY COUNCIL  
TO THE PUBLIC PRINTER

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Government Marketing Manager  
Mead Data Central  
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Library Administrator  
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Documents Librarian  
Idaho State University  
Eli Oboler Library  
Documents Division  
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## DEPOSITORY LIBRARY STATISTICS

10/1/87 through 8/31/88

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	Quantity
A. Number of Depository Libraries.....	1396
B. Number of Depository Libraries added.....	7
C. Number of Depository Libraries dropped.....	3
D. Number of Depository Libraries inspected.....	263
E. Number of titles surveyed.....	2407
F. Number of titles distributed.....	26191
G. Number of titles distributed in paper.....	17702
H. Number of titles distributed in microform.....	8489
I. Number of claims received (total K & L).....	30201
J. Number of claims of paper publications.....	27645
K. Number of claims for microform publications....	2556
L. Number of titles received for cataloging.....	22014
M. Number of titles catalogued.....	26122
N. Number of titles classified.....	107658
O. Number of name authorities established.....	3400
P. Number of corporate authorities established....	1190
Q. Number of personal authorities established.....	1655
R. Number of series authorities established.....	555
S. Number of titles to be cataloged and indexed...	5409



## DEPOSITORY DISTRIBUTION DIVISION UPDATE

This report updates the February 1988 issue of Administrative Notes (v. 9, no. 4) with the current status on depository distribution activities.

## 1) Fewer Claims for Hardcopy Publications

Library claims for hardcopy publications were down 11% during the third quarter of fiscal year 1988 (April through June) as compared with the same period in 1987. The number of third quarter claims stood at 7,530 in 1987, which was 841 more than the 6,689 hardcopy claims recorded during the same three-month period in 1988.

## 2) "Special Mailing" Project

In February 1988 the Library Programs Service initiated a "special mailing" project to expedite depository deliveries to Regional and West Coast libraries. As the project has proven to be both well-received and cost effective, these special mailings will be continued indefinitely.

## 3) Distribution of GAO Reports

A shortage in the number of depository copies for 150 titles of GAO Reports published in 1987 has delayed their distribution to depository libraries. To remedy this problem, the needed copies are currently being produced and distributed by LPS on a continuous basis so that all 150 titles can be distributed to depositories by the end of calendar year 1988.

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## INSPECTION TEAM UPDATE

With the addition of two new Inspectors, GPO's Library Inspection Team is now fully staffed. A total of 135 libraries were inspected during the first six months of calendar year 1988. If Inspection Team Staffing remains at full strength, the interval between GPO inspection visits to a particular depository should decrease significantly.

Transmittal #3 of the Instructions to Depository Libraries was distributed to all Federal Depositories this summer. A special insert to the Instructions' binder containing the latest revision of the Guidelines for the Depository Library System, a new index, and tabs will be shipped to all depositories in October. Transmittal #3 of the Federal Depository Library Manual will be distributed to depositories in late fall 1988. A complete updating of the Federal Depository Library Manual is planned for 1990.



The 1989 Biennial Survey will be conducted during May of 1989. The 1989 Survey will be very similar to the successful 1987 Biennial Survey. Additional information concerning the Survey will be sent to depositories after the first of the year.

Last April, GPO helped sponsor (with five other agencies) a week-long Interagency Depository Seminar. The Seminar was attended by approximately seventy-five documents librarians and was so well received that GPO plans to offer another seminar in the spring of 1989.

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#### ACADEMIC AND PUBLIC DEPOSITORY LIBRARY USER STUDY

Completion of the user study is on schedule. The data collection instruments and instructions were pretested by a number of academic and public depository libraries during the Summer. Based on results of the pretest as well as suggestions from the advisory committee, the data collection was revised and finalized. The GPO completed the printing of the material and data collection packets were mailed to academic and public depository libraries during the last week of August, 1988.

Academic and public depository libraries were asked to complete the data collection during the last week of September or the first week of October. However, if these were not "typical" weeks for a particular depository, it could select another week during the month of October. Depository librarians should carefully read and follow the instructions for the data collection. It is essential that every academic and public depository library complete and return the data collection instruments.

The data will be coded, entered, and analyzed during the months of October and November. Charles R. McClure and Peter Hernon, the contractors for the study, plan to write the final report during the month of December and deliver it to the GPO by January 1, 1989.

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## DEPOSITORY ADMINISTRATION BRANCH UPDATE

During 1988 the Depository Administration Branch reorganized and filled several key supervisory positions, notably in Micrographics, in moves which are expected to improve the Branch's ability to carry out its functions.

Special survey 88-100 for National Ocean Service (NOS) products was mailed to depositories the week of July 11, 1988. Survey results were due back in LPS by August 26, and they will be processed by mid-September, 1988. Distribution of these products is scheduled to begin on October 1, 1988. Background material on this project appeared in Administrative Notes, v. 9, no. 4, February 1988.

The amendment to item selections printout was mailed to all libraries the week of September 6, 1988.

Amendments to item selections were down in 1988 compared to the 1987 amendment period, with "adds" again outnumbering "deletes" by a margin of nearly two to one. The figures for each year are shown below:

	1987	1988
Adds	61,157	56,962
Deletes	<u>36,070</u>	<u>30,744</u>
TOTAL	97,227	87,706

Interestingly, microfiche "adds" are up as compared to paper "adds" for the dual-format items. LPS staff had expected that libraries might amend their selections to paper in light of the past year's microfiche contract problems.

The library community took full advantage of the "delete anytime" policy. Libraries are reminded that their "add" amendments do not go into effect until October 1, 1988.

Some progress was made in the project to eliminate the oldest outstanding rainchecks during FY88. The Depository Administration Branch, in conjunction with the Depository Distribution Branch, prepared two lists of superseded materials that were available on demand and one list of materials that were unavailable in paper and could not be microfiched. The first two lists appeared in Administrative Notes, v. 9, no. 2 and no. 5, and the third list appeared in v. 9, no. 8. In addition, LPS



filled as many rainchecks as possible with microfiche. There are still a small number of titles from older rainchecks outstanding; these are being held pending fulfillment of GPO's requests for reprints.

Retrospective microfiche for a backlog of Equal Employment Opportunity Commission (EEOC) materials were mailed by December 1987, but because of the problems with the microfiche contractor, later EEOC material was not shipped until August 1988. That material is now being shipped and should be on a full, regular schedule of bimonthly shipments by October 1, 1988.

And as the Public Printer announced in Administrative Notes, v. 9, no. 16, September, 1988, all the microfiche contracts should be "on track" as of October, 1988, and full microfiche shipments are expected to go out this fall, in a happy conclusion to a long ordeal.

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#### CLASSIFICATION AND CATALOGING BRANCH UPDATE

The six months since the Spring Council meeting in Charleston have been both eventful and productive for the Classification and Cataloging Branch. The premier accomplishment of this period is the publication of The United States Congressional Serial Set Catalog: Numerical Lists and Schedules of Volumes for the 98th Congress. This product has been extensively revised, following the recommendations of the Congressional Serial Set Committee, and should be in the hands of users before the end of September.

GPO has taken several steps to enhance its position as a primary provider of bibliographic information in machine-readable format. A computer search of the Monthly Catalog data base was conducted to detect erroneous field tags and indicators, and these have been corrected. In addition, all of the editorial corrections resulting from the Congressional Serial Set Catalog have been made to the master file. Following these revisions, a complete Monthly Catalog master file was presented to the Library of Congress Cataloging Distribution Service, so that CDS can provide the most accurate data to its customers. This updated file is, of course, also available for sale from the Superintendent of Documents, and this summer was released to OCLC, GPO's first Monthly Catalog tape subscriber.

The second edition of the Government Printing Office Cataloging Guidelines was completed this spring, and distributed to all depository libraries on April 19. This edition constitutes a complete revision and updating of the guidelines, superseding the

1983 edition and Changes 1, 2, and 3. The guidelines are a dynamic, evolving product, and additional changes have already occurred since the publication of the second edition. The policy of batching and distributing packages of changes to the guidelines will be continued in the future.

The cataloging backlog has been significantly reduced since April 1, 1988, when it stood at 8,229. As of September 9, the number of publications awaiting cataloging was down to 6,900, a reduction of 16%. Some of this decline may be attributed to a reduction in the number of publications received for cataloging, but a great deal of the reduction is due to the diligence and commitment of the LPS cataloging staff.

The Branch also initiated an audiovisual materials cataloging project, and is now producing records for posters, charts, and pictures issued by the Federal government. Several of our catalogers participated in an A/V cataloging training workshop, and they have been speedily reducing this segment of the backlog. The first cataloging records resulting from this effort appeared in the August Monthly Catalog issue.

Through our participation in the NACO project with the Library of Congress, GPO has contributed records to the national name authorities data base since 1977. During this period GPO catalogers submitted authority records to LC typed on NACO forms, and relied on manual authority files maintained here at LPS. Over the past year, we have conducted several projects and experiments to determine how this process might be improved. LC and GPO cooperatively converted GPO's series authority file to an automated format, and LPS catalogers now use the OCLC authority file as the primary source of series authority information. The GPO manual series file has been superseded and phased out of the cataloging operation. Since early in 1988 we have also relied on the OCLC on-line subject authority file as our primary validation point for LC subject headings. As both of these experiments have proved successful, GPO's authorities effort is about to enter a new era. Later this fall, GPO will become a participant in the Linked Systems Project (LSP), and contribute authority records to LC via OCLC. LSP participation is expected to benefit both GPO and the library community at large, primarily by affording timelier access to GPO's authority records.

Data collection for the final 1988 Monthly Catalog issue, as well as for the 1989 Periodicals Supplement, was completed September 23. Barring unusual difficulties we anticipate all upcoming catalog products to be issued on schedule, including microfiche! Currently the Monthly Catalog is received by 1,238 depositories in paper and by 245 in microfiche. There are also 1,892 hard copy subscriptions and 801 microfiche subscriptions.

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## CD-ROM DISTRIBUTED TO SELECTED DEPOSITORY LIBRARIES

The Depository Library Program entered the age of electronic information dissemination on September 6, 1988, when the first CD-ROM was distributed to selected depository libraries. The disc, called Test Disc No. 2, was recently published by the Bureau of the Census. It contains data from the 1982 Censuses of Agriculture and Retail Trade.

Copies of Test Disc No. 2 are being distributed to depository libraries in two stages. In this first stage, copies were distributed to 143 potential "resource libraries." These libraries, most of which already have experience using CD-ROM technology, have agreed to assist other documents librarians in accessing Test Disc No. 2. Ninety selective depositories were nominated to serve as resource libraries by a committee representing the Depository Library Council, ALA/GODORT, and ARL. (Our thanks go to Vickie Phillips, Steve Hayes, and Jaia Barrett for their invaluable assistance.) In addition, all regional depositories were included in the initial distribution. (See list of resource libraries beginning on page 13.)



Public Printer Ralph E. Kennickell, Jr., who has taken a keen interest in the Information Technology Program, was on hand to oversee distribution of Test Disc No. 2 to depository libraries.

Census Test Disc No. 2 became the first machine-readable data file ever cataloged by GPO when record no. 18482139 was entered into OCLC. AACR2 defines a machine-readable data file as "...a body of information coded by methods that require the use of a machine (typically a computer) for processing....The term machine-readable data file embraces both the data stored in machine-readable form and the programs used to process that data." (pp. 202-3) The SuDocs class numbers assigned to the CD-ROM and the floppy disk containing the software are C 3.275:T28 and C 3.275:T28/soft., respectively.

In other CD-ROM news, GPO has just awarded a contract to Meridian Data, Inc. for procurement of a CD-ROM publishing system. This system, scheduled for delivery in early October, will enable GPO to perform all of the steps involved in premastering a CD-ROM in-house. Some steps which occur before and during the premastering process include structuring data to optimize retrieval, creation of data indexes, simulation testing of retrieval software, and producing magnetic tapes for mastering a disc. Procurement of the CD-ROM premastering system follows several months of study of retrieval software currently available for CD-ROM products. Paul Lundregan, Chief of GPO's Electronic Publishing Management Section, reports that possible CD-ROM products have been discussed with other Federal agencies, however, no decision has been reached on which of the projects will be the first to use the new equipment.

## DEPOSITORY RESOURCE CENTERS

During the first stage of distribution, Census Test Disc No. 2 is being distributed to a total of 143 depository libraries. Ninety of these are selective depository libraries with prior experience using CD-ROM technology. These libraries volunteered to serve as resources to remaining selective depositories, which will receive the CD-ROM during the second stage of distribution. The list also includes 53 regional depository libraries, many of which have prior CD-ROM experience.

Alabama

# 0002  
Mr. Harmon Straiton  
Auburn University Libraries  
Microfilm and Documents Dept.  
Auburn, AL 36849-5606  
(205) 826-4523

# 0008B (Regional)  
Ms. Betty J. Tims  
Auburn University at Montgomery  
Library  
Montgomery, AL 36193  
(205) 271-9650

# 0012 (Regional)  
Ms. Sarah Reeves  
Univ. of Alabama Libraries  
Govt. Documents - Drawer S  
Tuscaloosa, AL 35487-9784  
(205) 348-6046

Alaska

# 0016  
Mr. Louis Coathey  
Alaska State Library  
Documents Dept.  
Pouch G. D. 6.  
Juneau, AL 99811  
(907) 465-2942

Arizona

# 0022 (Regional)  
Ms. Janet Fisher  
Dept. of Library, Archives,  
and Public Records  
State Capital, 3rd Floor  
Phoenix, AZ 85007  
(602) 255-4121

# 0025  
Ms. Becky Burke  
Arizona State Univ.  
Hayden Library  
Govt. Documents Service  
Tempe, AZ 85287  
(602) 965-3387

Arkansas

# 0036B (Regional)  
Ms. Mary Brewer  
Arkansas State Library  
Documents Service  
One Capital Mall  
Little Rock, AR 72201  
(501) 371-2326

California

# 0045B  
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California State Univ. at  
Chico Library  
Govt. Publications and  
Maps Dept.  
Chico, CA 95929  
(916) 895-5710

# 0045A  
Ms. Linda Hoffman  
Univ. of California at Davis  
Peter Shields Library  
Govt. Documents Dept.  
Davis, CA 95616  
(916) 752-1624



California, Cont.

# 0065A

Ms. Deborah Ritchie  
 California State Univ. at  
 Fullerton Library  
 P.O. Box 4150  
 Fullerton, CA 92634  
 (714) 773-3449

# 0061A

Ms. Alice Littlejohn  
 California State Univ. at  
 Long Beach Library  
 1250 Bellflower Blvd.  
 Long Beach, CA 90804  
 (213) 498-4022

# 0043

Ms. Barbara Silvernail  
 Univ. of California at  
 Los Angeles  
 Univ. Research Library  
 Public Affairs Service  
 405 Hilgard Ave.  
 Los Angeles, CA 90024  
 (213) 825-3135

# 0065B

Ms. Margaret Mooney  
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 Riverside  
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 900 University Ave.  
 P.O. Box 5900  
 Riverside, CA 92517  
 (714) 787-3714

# 0040 (Regional)

Mr. Tom Anderson  
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 Sacramento, CA 94237-0001  
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# 0066A

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 (619) 562-7907

# 0044

Ms. Lavonne Jacobsen  
 San Francisco State University  
 J. Paul Leonard Library  
 Govt. Publication Services  
 1630 Holloway Ave.  
 San Francisco, CA 94132  
 (415) 338-1854

# 0051

Ms. Joan Loftus  
 Stanford Univ. Libraries  
 Jonsson Library of Govt. Docs.  
 Stanford, CA 94305  
 (415) 723-2727

Colorado

# 0069 (Regional)

Mr. Tim Byrne  
 Univ. of Colorado at Boulder  
 Govt. Publications Library  
 Campus Box 184  
 Boulder, CO 80309-0184  
 (303) 492-8834

# 0071 (Regional)

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 Hartford, CT 06106  
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Connecticut, Cont.

# 0082

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Mudd Library - Documents  
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New Haven, CT 06520  
(203) 432-3209

# 0077

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Govt. Publications Dept.  
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Storrs, CT 06268  
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District of Columbia

# 0096A

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Washington College of Law  
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# 0107B

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Div. of Public Documents  
Boca Raton, FL 33431  
(407) 393-3788

# 0110

Mr. Tony A. Harvell  
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Govt. Publications/Maps Dept.  
P.O. Box 248214  
Coral Gables, FL 33124  
(305) 284-3155

# 0107D

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Broward County Library  
East Reg. Branch  
1300 East Sunrise Blvd.  
Ft. Lauderdale, FL 33304  
(305) 357-7437

# 0103 (Regional)

Ms. Sally Craven  
University of Florida Libraries  
Library West - Documents Dept.  
Gainesville, FL 32611  
(904) 392-0367

Georgia

# 0114 (Regional)

Ms. Susan Field  
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Govt. Documents Department  
Athens, GA 30602  
(404) 542-8949

# 0122B

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Price Gilbert Memorial Library  
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(404) 894-4519

# 0120A

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Columbus, GA 31993  
(404) 568-2042

Hawaii

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2550 The Mall  
Honolulu, HI 96822  
(808) 984-8230

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# 0135 (Regional)  
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 Moscow, ID 83843  
 (208) 885-6344

# 0136  
 Ms. Georgia Blanchard  
 Ricks College  
 David O. McKay Library  
 Rexburg, ID 83440  
 (208) 356-1210

Illinois

# 0150  
 Ms. Linda Williamson  
 Univ. of Illinois at Chicago  
 Circle Library  
 Documents Dept.  
 801 South Morgan  
 Chicago, IL 60680  
 (312) 996-2738

# 0167  
 Ms. Charolette Johnson  
 Southern Illinois Univ.  
 Lovejoy Memorial Library  
 Edwardsville, IL 62026  
 (618) 692-3830

# 0143  
 Illinois State Univ.  
 Milner Library  
 Documents Dept.  
 Normal, IL 61761  
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# 0170 (Regional)  
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# 0141  
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 Urbana, IL 61801  
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 Univ. at Ft. Wayne  
 Helmke Library  
 2101 East Coliseum Blvd.  
 Ft. Wayne, IN 46805  
 (219) 481-6571

# 0170 (Regional)  
 Mr. Doug Conrads  
 Indiana State Library  
 140 North Senate Ave.  
 Indianapolis, IN 46204  
 (317) 232-3686

# 0176  
 Mr. Stephen M. Hayes  
 Univ. of Notre Dame  
 Hesburgh Library - Docs. Center  
 Notre Dame, IN 46556  
 (219) 239-5268

Iowa

# 0186  
 Ms. Jan Fryer  
 Iowa State Univ. Library  
 Govt. Publications Dept.  
 Ames, IA 50011  
 (515) 294-2834

Iowa, Cont.

# 0189A (Regional)  
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 Govt. Publications Dept.  
 Iowa City, IA 52242  
 (319) 353-3318

Kansas

# 0199 (Regional)  
 Ms. Donna Koepf  
 Univ. of Kansas  
 Spenser Research Library  
 Govt. Documents and Maps  
 Lawrence, KS 66045-2800  
 (913) 864-4662

# 0203  
 Mr. Robert Walter  
 Pittsburg State Univ.  
 Leonard H. Axe Library  
 Pittsburg, KS 66762  
 (316) 231-7000 ext. 4878

# 0204A  
 Ms. Arlene Moore  
 Wichita State Univ.  
 Ablah Library - Documents Dept.  
 Box 68  
 Wichita, KS 67208  
 (316) 689-3591

Kentucky

# 0208A  
 Ms. Mary Jo Thomas  
 Lindsey Wilson College  
 Columbia, Ky 42728  
 (502) 384-2102

# 0208 (Regional)  
 Ms. Sandra McAninch  
 Univ. of Kentucky Libraries  
 Govt. Publications/Maps  
 Lexington, KY 40506-0039  
 (606) 257-3139

# 0211  
 Mr. Dave Reed  
 Univ. of Louisville  
 Elkstrom Library  
 Louisville, KY 40292  
 (502) 588-7382

Louisiana

# 0222 (Regional)  
 Ms. Myrtle Bolner  
 Louisiana State Univ.  
 Middletown Library  
 Baton Rouge, LA 70803  
 (504) 388-2570

# 0230 (Regional)  
 Mr. Stephen Henson  
 Louisiana Technical Univ.  
 Prescott Memorial Library  
 Ruston, LA 71272-0046  
 (318) 257-4962

Maine

# 0235 (Regional)  
 Mr. Francis Wihby  
 Univ. of Maine  
 Raymond Fogler Library  
 Orono, ME 04469  
 (207) 581-1681

Maryland

# 0246  
 Ms. Rosemary Elliott  
 Enoch Pratt Free Library  
 Documents Dept.  
 400 Cathedral St.  
 Baltimore, MD 21201  
 (301) 396-5426

# 0245  
 Mr. Jim Gillespie  
 Johns Hopkins University  
 Milton S. Eisenhower Library  
 Govt. Publications/Maps/  
 Law Dept.  
 Baltimore, MD 21218  
 (301) 338-8360



Maryland, Cont.

# 0242 (Regional)  
 Ms. Lola Warren  
 Univ. of Maryland  
 McKeldin Library  
 Documents/Maps Room  
 College Park, MD 20742  
 (301) 454-3034

Massachusetts

# 0268A (Regional)  
 Mr. V. Lloyd Jameson  
 Boston Public Library  
 666 Boylston St.  
 Boston, MA 02117  
 (617) 536-5400 ext. 227

# 0262A  
 Brandeis Univ. Library  
 Documents Collection  
 415 South St.  
 Waltham, MA 02254  
 (617) 647-2536

Michigan

# 0278  
 Ms. Jean Loup  
 Univ. of Michigan  
 Graduate Library - Document  
 Center  
 Ann Arbor, MI 48109  
 (313) 764-0410

# 0278B (Regional)  
 Ms. Barbara Hulyk  
 Detroit Public Library  
 5201 Woodward Ave.  
 Detroit, MI 48202-4093  
 (313) 833-1409

# 0288  
 Ms. June Hawthorne  
 Michigan Technological Univ.  
 Library  
 Houghton, MI 49931  
 (906) 485-2506

# 0273 (Regional)  
 Ms. F. Anne Diamond  
 Library of Michigan  
 Government Documents Service  
 P.O. Box 30007  
 Lansing, MI 48909  
 (517) 373-1593 ext. 105

# 0288A  
 Ms. Darlene Gruler  
 Northern Michigan Univ.  
 Olson Library  
 Documents & Maps Dept.  
 Marquette, MI 49855  
 (906) 227-2112

Minnesota

# 0302  
 Ms. Julia Wallace  
 Minneapolis Public Library  
 Govt. Documents Dept.  
 300 Nicollet Mall  
 Minneapolis, MN 55401  
 (612) 372-6525

# 0295 (Regional)  
 Mr. William LaBissoniere  
 Univ. of Minnesota  
 Govt. Publications Library  
 409 Wilson Library  
 309 South 19th St.  
 Minneapolis, MN 55455  
 (612) 624-0241

Mississippi

# 0312 (Regional)  
 Univ. of Mississippi  
 Williams Library  
 University, MS 38677  
 (601) 232-5857

Missouri

# 0321 (Regional)  
 Ms. Sally B. Schilling  
 Univ. of Missouri at Columbia  
 Ellis Library - Govt. Documents  
 Columbia, MO 65201  
 (314) 882-6733



Missouri, Cont.

# 0366A  
 Ms. Betty Schramm  
 St. Louis County Library  
 1640 South Lindbergh  
 St. Louis, MO 63131  
 (314) 994-3300

# 0335  
 Ms. Anne Watts  
 St. Louis Public Library  
 1301 Olive St.  
 St. Louis, MO 63103  
 (314) 241-2288 ext. 318

Montana

# 0342  
 Ms. Darlene Staffeidt  
 Montana State Library  
 Justice-State Library Bldg.  
 1515 East 6th Ave.  
 Helena, MT 59620  
 (406) 444-5381

# 0341 (Regional)  
 Mr. Dennis Richards  
 Univ. of Montana  
 Maurene and Mike Mansfield  
 Library  
 Missoula, MT 59812  
 (406) 243-6700

Nebraska

# 0345 (Regional)  
 Mr. Jerome Frobom  
 Univ. of Nebraska-Lincoln  
 Love Library  
 Lincoln, NE 68588-4010  
 (402) 472-2562

# 0349A  
 Mr. Russell Warzyn  
 Creighton Univ.  
 Alumni Memorial Library  
 2500 California St.  
 Omaha, NE 68178  
 (402) 280-2219

# 0346  
 Ms. Lilian Wunsch  
 Omaha Public Library  
 215 South 15th St.  
 Omaha, NE 68102  
 (402) 444-4817

Nevada

# 0355  
 Mr. Ken Schott  
 Univ. of Nevada-Las Vegas  
 James R. Dickinson Library  
 4505 Maryland Parkway  
 Las Vegas, NV 89154  
 (702) 739-3409

# 0353 (Regional)  
 Mr. Duane Aldrich  
 Univ. of Nevada Library  
 Govt. Publications Dept.  
 Reno, NV 89557-0044  
 (702) 784-6579

New Hampshire

# 0358  
 Mr. Frank Adamovich  
 Univ. of New Hampshire  
 Library - Documents  
 Durham, NH 03824  
 (603) 862-1477

# 0362  
 Mr. Robert Jaccaud  
 Dartmouth College  
 Baker Library - Documents  
 Hanover, NH 03755  
 (603) 646-3616

New Jersey

# 0376 (Regional)  
 Mr. George Hawley  
 Newark Public Library  
 U.S. Documents Div.  
 5 Washington St.  
 Newark, NJ 07101-0630  
 (201) 733-7812

New Jersey, Cont.

# 0370  
Mr. Laird Klingler  
Princeton Univ.  
Firestone Library  
Documents Div.  
Princeton, NJ 08544  
(609) 452-3701

# 0363  
Ms. Beverly Railsback  
New Jersey State Library  
U.S. Documents, CN 520  
185 West State St.  
Trenton, NJ 08625  
(609) 292-6220

New Mexico

# 0383 (Regional)  
Ms. Eulalie Brown  
Univ. of New Mexico Library  
Govt. Publications and  
Maps Dept.  
Albuquerque, NM 87131  
(505) 277-5441

# 0382  
Ms. Paula Sennett  
New Mexico State Univ.  
Library - Branson Hall  
P.O. Box 3475  
Las Cruces, NM 88003  
(505) 646-3737

# 0386 (Regional)  
Ms. Norma Jean McCallan  
New Mexico State Library  
325 Don Gasper Ave.  
Sante Fe, NM 87503  
(505) 827-3826

New York

# 0387 (Regional)  
Ms. Mary Redmond  
New York State Library  
Legislative and Governmental  
Service  
Cultural Education Center  
Empire State Plaza  
Albany, NY 12230  
(518) 474-3940

# 0397  
Ms. Pat Grace  
Brooklyn College Library  
Documents Div.  
Bedford and Avenue H  
Brooklyn, NY 11210  
(212) 780-5332

# 0388  
Ms. Jean Currie  
Cornell University  
Mann Library  
Ithaca, NY 14853  
(607) 255-7960

# 0410  
Mr. Bill Middleton  
Columbia Univ. Libraries  
Documents Service Center  
420 West 118th Street  
Room 327  
New York, NY 10027  
(212) 280-8268

# 0408  
Mr. Ermino D'Orofrío  
New York Public Library  
Astor Branch  
476 Fifth Ave.  
New York, NY 10018  
(212) 930-0586

# 0429A  
Ms. Clare Tuttle  
Mr. Marvin Andrew  
Rochester Public Library  
114 South Ave.  
Rochester, NY 14604  
(716) 428-7328,26

# 0429  
Ms. Kathleen Wilkinson  
Univ. of Rochester  
Rush Rhees Library  
Govt. Documents Center  
Wilson Blvd.  
Rochester, NY 14627  
(716) 275-4484

North Carolina

# 0447 (Regional)  
Mr. Ridley Kessler, Jr.  
Univ. of North Carolina at  
Chapel Hill  
BA/SS Department - Documents  
CB# 3912, Davis Library  
Chapel Hill, NC 27599  
(919) 962-1151

# 0440  
Ms. Marie Clark  
Duke University  
William R. Perkins Library  
Documents Dept.  
Durham, NC 27706  
(919) 684-2380

# 0442  
Mr. Ralph L. Scott  
East Carolina Univ.  
J. Y. Joyner Library  
Documents Dept.  
Greenville, NC 27858  
(919) 757-6533

# 0438  
Ms. Jean Porter  
North Carolina State Univ.  
D.H. Hill Library  
P.O. Box 5007  
Raleigh, NC 27650  
(919) 737-3280

North Dakota

# 0457A  
Ms. Susan Pahlmeyer  
North Dakota State Library  
Liberty Memorial Bldg.  
Capital Grounds  
Bismarck, ND 58505  
(701) 224-4662

# 0455 (Shared Regional)  
Ms. Kathryn Hollenhorst  
North Dakota State Univ.  
Library - Documents Office  
Fargo, ND 58105  
(701) 237-7008

# 0456 (Shared Regional)  
Ms. Patricia Berntsen  
Univ. of North Dakota  
Chester Fritz Library  
Documents Dept.  
Grand Forks, ND 58202  
(701) 777-4630

Ohio

# 0477C  
Ms. Ann Petterson  
Univ. of Akron  
Bierce Library  
Akron, OH 44325  
(216) 375-7234

# 0465  
Ms. Karen Kottsey  
Univ. of Cincinnati  
Central Library  
Cincinnati, OH 45221  
(513) 475-5009

# 0485A  
Mr. George Kosman  
Case Western Reserve Univ.  
Freiberger Library  
11161 East Blvd.  
Cleveland, OH 44106  
(216) 368-6512

# 0460 (Regional)  
Mr. Clyde Hordusky  
State Library of Ohio  
Documents Section  
65 South Front St.  
Columbus, OH 43266-0334  
(614) 644-7051

# 0462  
Ms. Carol Singer  
Kenyon College Library  
Gambier, OH 43022  
(614) 427-5658

# 0472  
Toledo-Lucas County Public  
Library  
Social Science Dept.  
325 Michigan Street  
Toledo, OH 43624  
(419) 255-7055



Oklahoma

# 0490  
Ms. Louise Robbins  
East Central Oklahoma  
State Univ.  
Linscheid Library  
Ada, OK 74820  
(405) 332-8000 ext. 229

# 0487 (Regional)  
Mr. Steve Beleu  
Oklahoma Dept. of Libraries  
Govt. Documents Div.  
200 Northeast 18th St.  
Oklahoma City, OK 73105  
(405) 521-2502 ext. 252

# 0488 (Regional)  
Ms. Vicki Phillips  
Oklahoma State Univ. Library  
Documents Dept.  
Stillwater, OK 74078  
(405) 624-6546

# 0491  
Ms. Jill Moriearty  
Northeastern Oklahoma State  
University  
John Vaughn Library  
Documents Dept.  
Tahlequah, OK 74464  
(918) 456-5511 ext. 304

Oregon

# 0502  
Ms. Judy Andrews  
Univ. of Oregon Library  
Documents Section  
Eugene, OR 97403  
(503) 686-3070

# 0506A (Regional)  
Ms. Gwen Newborg  
Portland State Univ.  
Millar Library  
P.O. Box 1151  
Portland, OR 97207  
(503) 464-3000

# 0500  
Mr. Dick Myers  
Oregon State Library  
State Library Bldg.  
Salem, OR 97310  
(503) 378-4368

Pennsylvania

# 0532  
Ms. RoseAnn Bowermman  
Lehigh University  
Fairchild Martindale Library  
Bethlehem, PA 18015  
(215) 758-3053

# 0508 (Regional)  
Mr. John Geschwindt  
State Library of Pennsylvania  
Govt. Publications Section  
Box 1601  
Harrisburg, PA 17105  
(717) 787-3752

# 0533  
Ms. Theresa McDervitt  
Indiana Univ. of Pennsylvania  
Stabley Library  
Indiana, PA 15705  
(412) 357-8321

# 0531A  
Mr. Don Lawson  
Warren Public Library  
205 Market St.  
Warren, PA 16365  
(814) 723-4650

South Carolina

# 0564  
College of Charleston  
Robert Scott Small Library  
Collection Development Dept.  
Charleston, SC 29424  
(803) 792-5530

# 0560 (Shared Regional)  
Ms. Maureen Harris  
Clemson University  
Cooper Library - Docs. Dept.  
Clemson, SC 29634  
(803) 656-5174



South Carolina, Cont.

# 562 (Shared Regional)  
Mr. Lester E. Duncan  
Univ. of South Carolina  
Thomas Cooper Library  
Documents/Microform Dept.  
Sumter and Green Streets  
Columbia, SC 29208  
(803) 777-4841

South Dakota

# 0570  
Ms. Margaret Bezpaletz  
South Dakota State Library  
Federal Documents Dept.  
State Library Bldg.  
Pierre, SD 57501  
(605) 773-5081

# 0573A  
Ms. Liz Thaelke  
Augustana College  
Mikkelsen Library - Public  
Service  
Sioux Falls, SD 57197  
(605) 336-4921

Tennessee

# 0580  
Ms. Romona Steffey  
Vanderbilt Univ. Library  
Central Documents Unit  
419 21st Ave. S.  
Nashville, TN 37240  
(615) 322-7125

Texas

# 0591 (Regional)  
Ms. Susan Troyan  
Texas State Library  
Box 12927 Capital Station  
Austin, TX 78711  
(512) 463-5455

# 0605  
Univ. of Texas at Austin  
Perry Castaneda Library  
Documents Dept. - PCL 2.409  
Austin, TX 78712  
(512) 471-3813

# 0605A  
Ms. Susan Ardis  
Univ. of Texas at Austin  
McKinney Engineering Library  
ECJ1.3  
Austin, TX 78713  
(512) 471-1610

# 0608A  
Ms. Melody Kelly  
North Texas State Univ. Library  
Box 5188  
North Texas Station  
Denton, TX 76203  
(817) 565-2870

# 0608C  
Ms. Barbara Kile  
Rice University  
Fondren Library - Documents Div.  
P.O. Box 1892  
Houston, TX 77251  
(713) 527-8101 ext. 2587

# 0614 (Regional)  
Ms. Mary Ann Higdon  
Texas Tech University Library  
Documents Dept.  
Lubbock, TX 79409  
(806) 742-2268

# 0615A  
Ms. Kathy Amen  
St. Mary's Univ.  
One Camino Santa Maria  
San Antonio, TX 78284  
(512) 436-3441

Utah

# 0618 (Regional)  
Mr. Karlo Mustonen  
Utah State Univ.  
Merrill Library UMC 30  
Logan, UT 84322  
(801) 750-1000 ext. 2683

# 0622  
Ms. Juli Hinz  
Univ. of Utah  
Marriott Library  
Documents Division  
Salt Lake City, UT 84112  
(801) 581-8394

Vermont

# 0624  
Univ. of Vermont  
Bailey Howe Library  
Burlington, VT 05405  
(802) 656-2020

Virginia

# 0640 (Regional)  
Mr. Walter Newsome  
Univ. of Virginia  
Alderman Library  
Govt. Documents Dept.  
Charlottesville, VA 22903-2498  
(804) 924-3133

Washington

# 0650A  
Mr. Jay Rea  
Eastern Washington Univ.  
Library  
Docs. Section - Mail Stop 84  
Cheney, WA 99004  
(509) 359-2264

# 0642 (Regional)  
Ms. Ann Bregent  
Washington State Library  
Documents Section AJ-11  
Olympia, WA 98504-0111  
(206) 753-4027

# 0644  
Ms. Eleanor Chase  
Univ. of Washington Library  
Government Documents  
Seattle, WA 98195  
(206) 543-4664

# 0643A  
Ms. Betty Warner  
Univ. of Puget Sound  
Law Library  
950 Broadway Plaza  
Tacoma, WA 98402  
(206) 591-2296

West Virginia

# 0653 (Regional)  
Mr. Clifford Hamrick  
West Virginia Univ. Library  
Govt. Documents Section  
Morgantown, WV 26506-6069  
(304) 293-3640

Wisconsin

# 0668 (Regional)  
Mr. John Peters  
State Historical Society of  
Wisconsin Library  
816 State St.  
Madison, WI 53706  
(608) 262-2781

# 0664  
Ms. Mary Lou Stursa  
Univ. of Wisconsin-Madison  
Steenbock Memorial Library  
Documents Dept.  
550 Babcock Drive  
Madison, WI 53706  
(608) 263-4581

# 0670 (Regional)  
Ms. Carol Gordon  
Milwaukee Public Library  
814 West Wisconsin Ave.  
Milwaukee, WI 53233  
(414) 278-3065

Wyoming

# 0677 (Regional)  
Ms. Kathleen Keating  
Wyoming State Library  
Govt. Publications  
Supreme Court and Library Bldg.  
Cheyenne, WY 82002  
(307) 777-5919

# 0678  
Ms. Carol Collier  
Univ. of Wyoming  
Coe Library - Documents Div.  
Box 3334  
University Station  
Laramie, WY 82071  
(307) 766-2174

## DEPOSITORY LIBRARY COUNCIL

## SPRING 1988 RECOMMENDATIONS

1. The Depository Library Council congratulates the Superintendent of Documents for being awarded the GSA Excellence in Administration Certificate of Merit. The entire depository library community has benefitted from his broad experience and standards of excellence. We extend our best wishes for continued success.

Response: The Superintendent of Documents thanks the members of Council for their commendation. He believes that the pursuit of excellence is a team endeavor and that awards are not won by individuals. He feels that GSA's Certificate of Merit is a recognition of the dedication of the community of documents librarians and he gratefully acknowledges their major role in the success of Documents operations. The Superintendent points out that the greatest reward of our area of public service is the knowledge that access to Government publications has been improved.

2. The Depository Library Council commends the Library Programs Service for the creative new column "Whatever Happened to ..." in Administrative Notes.

Rationale: Sharing the information gathered in response to questions, such as those raised by John McGeachy that involve considerable effort on both the part of the librarian and the Acquisitions Unit, will save the time of many others in the depository library community. It is an efficient and valuable means of communication.

Response: The Library Programs Service, and particularly the Acquisitions Unit, appreciates this praise from the Depository Library Council. We also receive great satisfaction from the comments of depository librarians on how useful the column is for their record-keeping.

3. The Depository Library Council commends the catalogers at the Library Programs Service for 10 years of participation in the National Coordinated Cataloging Operations (NACO) during which LPS has provided nearly 65,000 name authority headings to the Library of Congress. These headings are incorporated into the LC automated name authority file to enhance its value to users in the international library community.



Response: The Library Programs Service cataloging staff appreciates Council's recognition of their continuing contributions to the Library of Congress automated name authority files.

4. The Depository Library Council recommends that the Public Printer ask the Joint Committee on Printing to consider recommending to the House Rules Committee and the Senate Administration Committee that 44 U.S. Code be clarified to show the Congressional interest that Executive Branch printing be done through the GPO.

Rationale: Section 308(a) in the Continuing Resolution, P.L. 100-202 is only effective for FY 88. In view of the Administration's action on the FAR, more permanent provisions are needed to insure that all appropriate Executive Branch publications are made available to the depository program by being handled through GPO.

Response: While I appreciate the DLC's concern that, to date, there has been no permanent resolution of the controversy over the FAR amendment, I believe it would be highly inappropriate for the Government Printing Office to intervene in the matter, as suggested by the DLC.

In my view, the JCP is keenly aware of the implications of the FAR language, particularly as it relates to the availability of Executive Branch publications for the depository libraries. Further, I believe that the JCP would vehemently oppose any threat to the continued availability of these publications for the depositories. I defer to congressional discretion as to the determination of the appropriate form the protection of interests of the depositories should take.

However, because we are in the midst of a presidential election year, Congress is making a determined effort to adjourn as early as possible. With a full legislative agenda, which includes a number of appropriations bills still awaiting floor debate, it is doubtful that any additional items will come up for consideration by both Houses.

Although my position is not supportive of this recommendation, I appreciate being kept apprised of Council's concern and I will be monitoring the FAR situation carefully.



5. The Depository Library Council respectfully asks the Public Printer to convey the thanks of the depository community to the Joint Committee on Printing for directing that the new edition of the Constitution of the United States, Analysis and Interpretation (Senate Document 99-16) be distributed in paper to all depositories. The Council recognizes that there are some other recurring Congressional publications of similar overwhelming significance, popular interest or utility which are almost useless to the public in microfiche and important for all depositories to have in paper. Examples include such diverse publications as the Biographical Directory of Congress, Policy and Supporting Positions (the "Plum Book,") and Citizens Guide to the Freedom of Information Act. Council recommends that when new editions of such publications are printed they be supplied to all depositories in paper and offers to solicit input from the depository community for a short list of additional suggested titles.

Rationale: Many librarians save the depository program a good deal of money by selecting Congressional hearings, prints, reports and documents in microfiche, or by not selecting them at all where their districts have no need for the vast majority of them - thereby unwittingly depriving their users of these occasional important publications designed particularly for wide public use.

Response: The Joint Committee on Printing has periodically directed GPO to distribute specific publications to all depository libraries in paper, regardless of the format designation of the series and regardless of whether or not an individual library has selected the corresponding item number. The two most recent examples of this practice are the Biographical Directory of the United States Congress and The Capitol, which will be distributed to all depositories in paper. GPO will continue to distribute specific publications to all depository libraries in paper, when directed to do so by the Joint Committee on Printing. Depository librarians are urged to suggest appropriate publications for universal paper distribution to the Joint Committee on Printing, prior to the printing of the publication, so that the Depository Library Program will not have to bear the expense of press charges.

6. The Depository Library Council recommends to the Public Printer that agencies be advised when they place print orders to consider the need of libraries to bind publications. Adequate margins need to be allowed to

compensate for trimming during necessary binding and rebinding processes.

Rationale: So little margin was allowed for some 1980 Census titles that data was lost if a volume had to be rebound. Since the agencies are the publishers, the GPO should advise them of the need of the library community for adequate margins for binding purposes.

Response: The Superintendent, Departmental Account Representative Division, has provided the following response: We have issued Circular Letter 156 which suggests a 3 1/2 to 4 1/2 pica bind margin [see attachment]. A draft copy of the "American National Standard for Information Sciences---Durable Hard Cover Binding for Books" calls for a 5/8 inch bind margin which almost parallels our 3 1/2 picas [see attachment]. I believe that the 1-inch margin casually referred to on page 181 [of the Council transcript] may be out of the question.

7. The Depository Library Council applauds the GPO on the announced imminent distribution of the Census Bureau's Test Disc #2 to all depository libraries as a pilot test. Council recommends that this distribution be announced in Administrative Notes along with a list of basic equipment needed to use CD-ROM products.

Rationale: The Ad Hoc Committee on Depository Library Access to Federal Automated Databases had recommended that pilot projects be conducted offering government information to depository libraries in a variety of electronic formats. Although no money has been appropriated to fund such pilot projects, GPO, with the encouragement of JCP, has sought to identify "projects appropriate within existing funds." The Census Bureau's Test Disk #2 provides an ideal test for distribution of electronic products. It provides depository libraries with data previously unavailable to them; it will include agency-developed software for using the CD products and it is formatted to High Sierra standards. Although some libraries already have appropriate hardware, this test will aid others in planning for future distribution of electronic information products to depositories.



Response: Distribution of Census Test Disk #2 was announced in Administrative Notes (v. 9, #10) in accordance with Council's wishes. Information describing basic equipment requirements for using CD-ROMS will accompany distribution of the test disc.

8. The Depository Library Council appreciates the effort that GPO is making to keep communications open to the Census Bureau regarding the 1990 Census. We recommend that LPS produce at the earliest possible moment a complete list of Census products to be distributed to depository libraries. We also recommend that decisions be made and communicated to depositories about which existing item numbers will be used for which 1990 Census products, early enough so that depository libraries will be able to amend their selections and have the amendments go into effect before printing and distribution. We urge again that item numbers be split along geographical lines and all new items and newly divided item numbers be surveyed well in advance of publication.

Rationale: The depository community needs time to investigate to make sure that no products have been inadvertently omitted from the list of census products. Timely selection of Census item numbers is critical to the selective depositories in view of the fact that Census materials are used heavily and for decades if not centuries.

Response: The Library Programs Service (LPS) and the appropriate Census Bureau staff will be working closely together in order to achieve an accurate and timely distribution of 1990 Census products. As yet, no final list of 1990 products and their corresponding formats is available.

While LPS will attempt to break out item numbers geographically, formats such as CD-ROM and floppy disks may not make this breakdown feasible. Further, it may prove impracticable to survey, i.e. create annotations, assign item numbers and SuDocs class numbers, for products not yet in existence. LPS will confirm what current publications will exist in 1990 so that libraries can select the corresponding item numbers during the 1989 Annual Item Selection Update Cycle.

9. The Depository Library Council commends the Public Printer for his efforts to provide Council representation for all library types within the depository community. Council is concerned that resignations occurring within the past two years have resulted in a thirteen member council. Council recommends that the Public Printer replace members upon their resignation.



Response: The Public Printer appreciates having the commendation of Council for his efforts to achieve a balanced pattern of representation through his appointments to Council. As to the replacement of resigned Council members, the Public Printer has decided to appoint such replacements only in cases where the Council term is less than half-expired. In other words, only those vacancies with a remaining term of 1 1/2 years, or three Council meetings, will be filled.

10. The Depository Library Council recommends to the Public Printer that the final edition of the Congressional Record be returned to dual format status.

Rationale: In Recommendation #11 of March 1986, Council provided 15 categories at the request of the Superintendent of Documents, to be considered for conversion to microfiche to help GPO achieve mandated cost reductions in printing. These items were ranked in order to their suitability to be removed as paper products. The Congressional Record was ranked as the least suitable candidate because of its importance to the public at large and then only if the bound Index and the Daily Digest were to be provided to depositories in paper form. Due to the nature of the Congressional Record as a standard reference and primary historical document and in light of continuing difficulty with the bound paper index and the lack of a printed version of the Daily Digest, Council feels obligated to support the return to dual distribution. When the depository libraries and the public they serve are offered access to the Congressional Record through electronic media, Council will reconsider this question.

11. The Depository Library Council requests that LPS make it a high priority to provide libraries that select the daily Congressional Record with copies of all bi-weekly indexes for Volume 131 (1985).

Rationale: It has been brought to Council's attention that many depository libraries never received a complete run of these indexes. The daily Congressional Record is an important reference for users until the final edition with its index is distributed.

Response: It will be both costly and time-consuming to locate and reproduce the files for the bi-weekly index to the Congressional Record (daily) in COM microfiche. Reprinting these indexes in paper is

simply not feasible. As the distribution of the daily Record in fiche did not begin until 1986, the silver masters are non-existent.

The only feasible solution is for one or more depository libraries to sacrifice individual issues of the bi-weekly index for volume 131 so that LPS can fiche and distribute them to the entire depository community. Volunteers for this project will be sought once LPS has microfiche conversion contracts in place.

12. Recognizing the efforts made in the planning for electronic dissemination projects, the Depository Library Council recommends to the Public Printer that as plans develop for the Information Technology Program, Council be given copies of the reports in an expeditious manner. Council's Subcommittee on Electronic Dissemination continues to be available for consultation and assistance with a view from the depository community.

Response: LPS thanks the Depository Library Council, particularly the Subcommittee on Electronic Dissemination, for your advice and support concerning the Information Technology Program. We will continue to keep you advised of our activities.

13. The Depository Library Council reaffirms the commitment of the depository library community to high quality microfiche for both GPO sales and depository library distribution. We support GPO's efforts to ensure microfiche standards and to insist upon compliance by all GPO microfiche contractors.

Nevertheless, the resulting embargo of more than 1800 print orders since August 1987, with no immediate resolution in sight, has placed an intolerable burden on depository libraries and their users.

Therefore, the Depository Library Council suggests that extraordinary measures are necessary to provide the embargoed publications through alternative microfiche or paper distribution without further delay.

Response: The Library Programs Service appreciates Council's support for our commitment to a quality microfiche product. While we are cognizant of the frustration of patron and librarian alike, Government procurement regulations preclude our purchasing "off the shelf" microfiche in place of the unsatisfactory fiche product. Going "back to press" to supply all of these titles in paper is impracticable, resulting in exorbitant charges against the budget. While the



depository community has been extraordinarily patient, LPS has no choice but reprocore replacement fiche for the defective material.

14. The Depository Library Council commends the Public Printer for conveying to the JCP's Paper Specification Committee the concerns of Council and the depository community on the problem of acid paper. Council offers examples of titles which could be used for evaluating the feasibility of using permanent paper. Titles suggested are:

1. Congressional Directory
2. Biographical Directory of the U.S. Congress
3. Congressional Record final bound edition
4. Statistical Abstract of the United States
5. Vital Statistics of the United States

Response: The Superintendent, Departmental Account Representative Division, has provided the following response: We concur with the Depository Library Council that certain publications should be produced on a more permanent paper.

We believe the Congressional Directory and the Statistical Abstract of the United States are good candidates for this paper. We will attempt to get approval from our customer agencies for this specification change.

This will give us an opportunity also to see what additional costs, if any, are involved. As you know, because of recent budget cuts, our customer agencies are very concerned about costs. If additional costs are minimal, this will be a strong selling point in the process of converting other publications.





United States  
Government  
Printing Office

Washington, D.C. 20401

ATTACHMENT

AN-v9-n18-10/88

CIRCULAR LETTER NO. 156

February 28, 1979

TO: Printing and Publishing Officials of the Federal Government

This Office has recently completed a survey of our commercial suppliers' capabilities. This survey and some changes in our own equipment have caused us to change our guidelines for trim sizes for books and pamphlets.

The reverse of this sheet is the results of our study and our recommendation to all Government Agencies.

Sincerely,

A handwritten signature in cursive script that reads "James L. Payne". The signature is written in dark ink and is positioned above the printed name and title.

JAMES L. PAYNE  
Deputy Customer Service Manager and  
Superintendent of Planning Service

## GUIDELINES FOR SELECTION OF TRIM SIZES FOR BOOKS AND PAMPHLETS

(Consult Division of Typography and Design for further information)

Head Margins: 3 picas for all products

Back Margins: Sew and Saddle Stitch,  $3\frac{1}{2}$  picas

Adhesive Bind and Paste,  $4\frac{1}{2}$  picas

Side Stitch, 5 picas

Trim Size (inches)		Type Page			Back margin for Drilled or Punched Looseleaf
Side Stitch Paste	Sew Saddle Stitch Adhesive Bind Looseleaf	Image size excluding bottom folio* (picas)	Number of columns	Column measure (picas)	
$5\frac{3}{8} \times 8\frac{1}{4}$	$5\frac{3}{16} \times 8\frac{1}{4}$	$24 \times 41\frac{1}{2}$	1	24	$4\frac{1}{2}$
$5\frac{7}{8} \times 9\frac{1}{8}$	$5\frac{11}{16} \times 9\frac{1}{8}$	$\begin{cases} 26\frac{1}{2} \times 46 \\ 27 \times 46 \end{cases}$	$\begin{matrix} 1 \\ 2 \end{matrix}$	$\begin{matrix} 26\frac{1}{2} \\ 13 \end{matrix}$	$\begin{matrix} 5 \\ 4\frac{1}{2} \end{matrix}$
$7\frac{7}{8} \times 10\frac{1}{4}$	$7\frac{11}{16} \times 10\frac{1}{4}$	$38\frac{1}{2} \times 53$	2	$18\frac{1}{2}$	5
$8\frac{1}{4} \times 10\frac{3}{4}$	$8\frac{1}{8} \times 10\frac{3}{4}$	$41\frac{1}{2} \times 56\frac{1}{2}$	2	20	5
$9\frac{1}{4} \times 11\frac{1}{4}$	$9\frac{1}{16} \times 11\frac{1}{4}$	$\begin{cases} 46\frac{1}{2} \times 59\frac{1}{2} \\ 47 \times 59\frac{1}{2} \end{cases}$	$\begin{matrix} 2 \\ 3 \end{matrix}$	$\begin{matrix} 22\frac{1}{2} \\ 15 \end{matrix}$	$\begin{matrix} 5 \\ 5 \end{matrix}$

### Album Style Pamphlets

$8\frac{1}{4} \times 5\frac{1}{8}$	$8\frac{1}{8} \times 5\frac{1}{8}$	$41\frac{1}{2} \times 23$	2	20	5
$9\frac{1}{4} \times 5\frac{3}{8}$	$9\frac{1}{16} \times 5\frac{3}{8}$	$\begin{cases} 46\frac{1}{2} \times 24\frac{1}{2} \\ 47 \times 24\frac{1}{2} \end{cases}$	$\begin{matrix} 2 \\ 3 \end{matrix}$	$\begin{matrix} 22\frac{1}{2} \\ 15 \end{matrix}$	$\begin{matrix} 5 \\ 5 \end{matrix}$
$11 \times 8\frac{1}{4}$	$10\frac{13}{16} \times 8\frac{1}{4}$	$57 \times 41\frac{1}{2}$	3	18	5

\* The page depth includes the running head if one is used. If bottom folio is used, it is placed in the bottom margin of the page in the same size type and spacing as the text. For example with 10-on-12 point text, set the folio in 10-on-12 point type, 12 points below the text.

In the above trim sizes the first dimension given is parallel with the text. Regular products bind on the long dimension and album style products bind on the short dimension.

The sizes and margins listed are after trimming.

Use only 8, 9, or small 10 point type for column measures 14 picas or under.

Bleeds—All the above sizes can be produced with bleeds top, bottom, and outside.

Single Color Work—All the above sizes are suitable for both long and short run work.

Multicolor Work—All the above sizes are suitable for multicolor jobs. However, extremely long run multicolor jobs are least economical for the following sizes:  $5\frac{7}{8}$  and  $5\frac{11}{16} \times 9\frac{1}{8}$ ,  $7\frac{7}{8}$  and  $7\frac{11}{16} \times 10\frac{1}{4}$ .

board

case binding

etc.

etc.

**4. Technical Specifications.** The following specifications apply to those book manufacturing methods that affect the durability of the physical item both before and during the process of binding. They do not apply to printing methods other than those aspects of imposition that relate to the size of inner margins, and the grain direction of the paper.

#### **4.1 Book Block**

**4.1.1 Text Paper.** All paper used for the book block, including endpapers and illustrations, shall meet or exceed specifications contained in the American National Standard for Information Sciences--Permanence of Paper for Printed Library Materials, ANSI Z39.48-1984 or the most recent revision.

**4.1.2. Margins.** The work shall be imposed so that the inner (gutter) margin of the text is at least 5/8 of an inch on either side of the fold of the signature.

**4.1.3 Grain Direction of the Paper.** The grain direction of the text paper shall run parallel to the binding edge.

**4.1.4 Endpapers.** Endpapers shall be formed from a single sheet of paper folded in half. The grain direction of the paper shall run parallel to the fold.

**4.1.4.1 Attachment.** Endpapers shall be attached to the front and back signatures by tipping-on. The fold of the endpapers shall line up with the fold of the signature +/- 3/32 inch. The adhesive line shall be straight and not exceed 3/16 inch in width.

**4.1.4.2 Reinforcement.** Endpapers shall be reinforced when the size of the book block exceeds 10 inches in height, 1 1/2 inches in thickness, or 2 1/2 pounds. Reinforcement shall be with muslin or cambric which extends around the first and last signatures and, after casing-in, extends onto the cover boards at least 5/8 inch. The warp threads of the reinforcing fabric shall run parallel with the fold of the endpaper.

**4.1.5 Binding Method.** The book block shall be formed by machine sewing through the folds of the signatures. The thickness of the book block shall not exceed 2 1/2 inches.

**4.1.5.1 Thickness of Folded Signatures.** A folded signature shall not exceed 3/32 inch and shall be well pressed.



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